

I. Position Title: Operations Manager Public Utilities Revision Date: 2/01
EEO Code: Official/Administrator
Status: Exempt (Exec)

Under the general supervision of the Director of the Public Utilities Department manages the Operations Division including the Water Distribution, Drainage, Construction, Cross Connection, Drinking Water Quality and Street Lights. Assists with all facets including budgeting, managing and hiring personnel and coordinating Division activities.

- Assists the Department Director in the planning, development and implementation of department-wide activities and operations.
- Hires, trains, motivates, evaluates, disciplines and directs employees.
- Plans, develops, and implements all operations division activities including Distribution, Construction, Drainage, Compliance and Cross Connection and Street Lights.
- Coordinates capitol improvement and other department activities with the Engineering Manager and Engineering Department.
- Manages division related budgets and prepares budget proposals.
- Manages and oversees division purchasing activities.
- Attends coordination meetings with other city departments, outside agencies and departments involved in water shed and water related issues.
- Makes recommendations and implements plans for infrastructure repair and improvements including: storm drains, water lines and well houses.
- Manages the care and upkeep of division facilities including buildings and equipment.

- Responds to public inquiries, complaints and requests.
- Responds to emergencies.
- Performs other duties as assigned.

Education: High School Diploma or equivalent required.

Experience: Five Years of experience in the water industry or local government as a manager or supervisor.

Certificates/Licenses: Must possess a valid Utah Driver's License; must obtain a UDOT Flagging Certificate within three months of hire.

Knowledge of: Management principles and practices including governmental budgeting practices and monitoring; personnel policies, procedures, and guidelines; project management and principles and working knowledge of the City's water and drainage systems. Must be able to work effectively with other departments and agencies both within and outside the city; working knowledge of computers and programs used within the division.

Responsibility for: Supervising subordinates, managing multiple assignments, organizing, delegating, and establishing meaningful goals; coordinating activities of employees within the division and facilitate their operational needs; great responsibility for making decisions that affect the activities of others - what they do, when and how.

Communication skills: Furnish and obtain information from other departments and work cohesively with others within those departments to accomplish a variety of tasks; frequent contact with the public and persons of high rank, requiring tact and judgement; communicate effectively both verbally and in writing and make oral presentations as necessary; keep employees informed of department policies and programs; write letters and responses to the public, city departments and outside agencies.

Tool, Machine, Equipment Operation: Regular use of office phone systems, cell phones, copy machines, calculators, and fax machines; regular use of a pickup truck or car; should have a knowledge of the capabilities and the operation of heavy equipment used in the division.

Analytical Ability: Organize and establish meaningful goals for the Operations Division; prepare and present complex reports relating to the Distribution, Drainage, and Construction aspects of the Operations Division; establish effective working relationships with employees and managers, within and outside the Department; apply complex concepts to the solution of problems; must have a well developed sense of priority and strategy for resolving problems that develop within the department.

VI. Working Conditions:

Great mental effort is required daily; pressure and fatigue may be present during an average day; moderate exposure to overtime with meetings and weekend work; constant exposure to deadlines; work independently with little supervision; occasional field work with exposure to traffic and construction site hazards; occasional need to deal with emergencies.

The above statements are intended to describe the general nature and level of work being performed by the person(s) assigned this job. They are not intended to be an exhaustive list of all duties, responsibilities, and skills required of personnel so classified. The approved class specifications are not intended to and do not infer or create any employment, compensation, or contract rights to any person or persons. This updated description supersedes prior descriptions for the same position. Management reserves the right to add or change duties at any time.